Warrant Release or Reinstatement Request

A request to release a held warrant(s) may be submitted by either of the following:
- a hold source agency that places a hold on the Texas Identification Number (TIN) whose warrants are to be released
- a paying state agency for warrants issued by its agency; only if entering "30 - Federal fund" as the "Reason for release"

1. Agency name	2. Agency number
3. Payee name	

4. Type of request	5. Release held warrants for a TIN
Select a T-Code and complete Items 4a – 4e.	*Complete Items 5a and 5b.*
☐ T Code **02730** Release by warrant number	☐ T Code **02740** Release by TIN
☐ T Code **02735** Reinstatement by warrant number	
a. TIN	a. TIN ....
b. Fund	b. Reason for release..... **0**
c. Warrant number	*(See list in Item 6.)*
d. Reason for release...... **0**	
(See list in Item 6.)	
e. Warrant amount...........	

6. Reason for release

00 - Reinstate	**11** - Offset	**22** - Economic hardship
01 - Account clear	**12** - Per Statewide Fiscal Services	**23** - Kidney program
02 - For cancellation	**13** - Per Revenue Accounting	**25** - Disaster relief
03 - Power of attorney	**14** - Account Maintenance	**27** - Per audit
06 - Money/report received	**16** - Per hold source agency	**30** - Federal fund
07 - Pay Agreement	**17** - Per Executive Administration	**35** - Adoption assistance
08 - Per legal	**18** - Per Enforcement	- _____
09 - Redetermination hearing	**20** - OAG/CS offset	
10 - Bankruptcy	**21** - Child support	- _____

7. Comments

8. Requested by	9. Phone number	10. Date

Instructions

All fields are required; however, the "Comments" field is only required if the "Reason for release" selected on this form from Item 6 is "30 - Federal fund."

1. **Agency name**
   Enter the name of the agency submitting the form.

2. **Agency number**
   Enter the 3-digit agency number of the agency submitting the form.

3. **Payee name**
   Enter the payee name for the held warrant(s) to be released.

4. **Type of request**
   Check the box for the appropriate T-code to be processed; then complete Items 4a – 4e.

   02730 - Release a single held warrant
   02735 - Reinstate a held warrant that was previously released

   a. **TIN**
      Enter the 11-digit Texas Identification Number (TIN) on the held warrant to be released.
   b. **Fund**
      Enter the 4-digit appropriated fund number from which the held warrant was issued.
   c. **Warrant number**
      Enter the 9-digit warrant number.
   d. **Reason for release**
      Enter the appropriate 2-digit release reason selected from the "Reason for release" list (Item 6).
   e. **Warrant amount**
      Enter the warrant amount for the warrant to be released.

5. **Release held warrants for a TIN**
   Check the box for T-code 02740 if the TIN has multiple warrants on hold and the release requests applies to all of the TIN's held warrants; then complete Items 5a and 5b.

   a. **TIN**
      Enter the 11-digit TIN on the held warrants to be released.
   b. **Reason for release**
      Enter the appropriate 2-digit release reason selected from the "Reason for release" list (Item 6).

6. **Reason for release**
   Select from this list the appropriate 2-digit entry for Item 4d or Item 5b.

7. **Comments**
   This field is optional except if the "Reason for release" selected (from Item 6) is "30 - Federal fund."
   If the paying state agency submits this form with the reason for release as "30 - Federal fund," this field requires either the:

   • Catalogue of Federal Domestic Assistance (CFDA) number
     —OR—
   • Appropriate federal statutory reference

8. **Requested by**
   Enter the name of the agency's representative for the agency submitting the form.

9. **Phone number**
   Enter the 3-digit area code and the 7-digit phone number of the agency representative submitting the form.

10. **Date**
    Enter the current date.